Vidalia City: Sally D. Meadows Elementary School- ACCESS 2.0 2023-2024		
	Principal: Brandon Boston School Test Coordinator: Joannie Scott	
Communications with staff and parents		
Before	1. The assessment calendar is developed system wide with district and school leadership to ensure there are no conflicts with other school activities. 2. Assessment calendar is finalized and distributed to all staff at the beginning of each school year. 3. The system test coordinator provides training for school testing coordinators prior to each testing window. All procedures including communication, test security, accommodations, training for examiners and proctors, and required documentation are covered. 4. The test examiner will consult with the school testing coordinator and principal about specific testing dates to ensure that testing dates and times do not conflict with school activities. 5. Parents are provided with the assessment schedule by sending a letter home with their child. 6. Students complete the practice online assessment prior to the actual EOG assessment. During their practice sessions, procedures for the assessment are shared with students. 7. All students are reminded that NO electronic devices are allowed in the testing environment.	
During	1. Announcements are made daily to remind students and faculty of the testing schedule. 2. School test coordinator communicates with test examiners in regards to student attendance. Teachers email school test coordinator the names of any students that are absent from testing. 3. School test coordinator contacts the parents/guardians of any students who are absent from testing to notify them and arrange for makeup testing. 4. During the testing session, the school test coordinator communicates with the school office staff about when the testing is in session to avoid any interruptions.	
After	1. Parents receive a copy of their student's results after the state reports are received. The EL teacher schedules meeting with parents to discuss the students score reports. 2. A copy of each student's test results are placed in the student permanent record. 3. Parent training documentation is submitted to the System Test Coordinator.	
75. Identify accommodate a contract to the system feet contraction. Test Security		
Before	1. Materials are received from the System Test Coordinator and the Title III director verifies numbers received. 2. All materials are stored in a secured locked location with restricted access. 3. The test examiner will set up the testing location prior to the scheduled testing time. The Title III director works with the test examiner to complete the test registration process and print off test tickets for the students. Test tickets are kept in a locked secured location with the Title III director until the testing session date and time. 4. Ensures testing sites are free of interruptions during test administration.	
During	1. Ensures testing sites are free of interruptions during test administration and that sites do not have content-related materials to and collects from each Examiner on the testing days. 2. Forms for checking test materials in and out are provided by WIDA. The materials are signed out by the test examiner are counted and documented on the forms. 3. The material lists are dated and signed by the test examiner. The sign out forms are kept by the Title III director and provided to the System Test Coordinator. 4. Do Not Disturb signs are placed outside the testing room prior to testing. 5. Prior to beginning the test session, the test examiner reminds students that no electronic devices are allowed in the testing environment. 6. Testing irregularities are reported to the Title III Director who reports them in WIDA.	
After	 All test materials are signed in (sign, date, and time) after the testing session is complete. The school test coordinator accounts for all materials received. Materials are placed in the secured location after each testing session by the school test coordinator. Return all specified test materials to the System Test Coordinator. 	
	Accommodations	
Before	1. The Title III Director will provide a list of EL students to the Special Education Department and obtain a list of accommodations for the students who have IEPs, IAPs, or EL/TPC plans. 2. The Title III Director will be responsible for providing the accommodations list the to the test examiner who will utilize them in the testing sessions. 3. All examiners receive training and are prepared to provide accommodations for students with IEP, EL, or 504 plans.	
During	1. Students receive their accommodations for presentation, setting, response, scheduling based on their education plan.	
After	1. All test materials are signed in (sign, date, and time) after the testing session is complete. The test examiner and Title III director accounts for all materials received. 2. Examiners sign off that all students receive the prescribed accommodations. 3. Materials are placed in the secured location after each testing session by the Title III director.	
	Technology 1 Coordinate with the custom test coordinates and sustant technology dispets to accurate that all devices are conducted to testing.	
Before	 Coordinate with the system test coordinator and system technology director to ensure that all devices are ready for testing. Ensure that there is the appropriate number of technology devices for all students in a testing session. ACCESS test examiner works with the media specialist to make a plan for each testing session that includes the number of devices and location for each testing group. 	
During	The district technology director is available if any technology issues occur during the testing session. Examiners verify that they have the appropriate technology devices each testing session. Any issues with technology are reported to the school testing coordinator and if needed the media specialist at the school. If the issue cannot be resolved, the system technology director is contacted.	
After	Examiners collect technology devices from the students immediately after their tests are submitted. Examiners return all technology carts to the media center and they are placed in a secure locked room until the next testing session.	
	Training	
Before	System Test Coordinator provides training to the Title III Director and ACCESS for ELs test examiner at the beginning of the year. System Test Coordinator, Title III Director, and ACCESS for ELs test examiner participate in WIDA webinar trainings. Training materials include handouts, PowerPoints, emails, sign-in sheets, and agendas.	
During	Email communication is provided about testing procedures and security during tests.	
After	WIDA training is provided for the EL teacher regarding interpretation of student results. Parents are provided with detailed explanations about how to interpret their child's test results.	

Vidalia-city Schools-Sally D. Meadows Elementary School GAA 2.0 Principal: Brandon Boston Test Coordinator: Joannia Scott		
Principal: Brandon Boston Test Coordinator: Joannie Scott Special Education Coordinator: Katrina Blount-Woodard Technology Coordinator: Sabrina Wiggs		
Testing Dates: March 25-May 3, 2024		
Communications with staff and parents		
Before	1. The assessment calendar is developed system wide with district and school leadership to ensure there are no conflicts with other school activities. 2. Assessment calendar is developed and distributed to all staff at the beginning of each school year. 3. The system test coordinator provides training for school testing coordinators prior to each testing window. All procedures including communication, test security, accommodations, training for examiners and proctors, and required documentation are covered. 4. Examiners and proctors are emailed dates for on-site training prior to each assessment window. 5. Parents are provided with the assessment schedule by sending a letter home with their child.	
	6. School test coordinators provide training on how to administer the GAA 2.0. 1. All school staff are emailed in regards to the administration of the GAA 2.0.	
During	 School test coordinator communicates with test examiners in regards to student attendance. Teachers email school test coordinator the names of any students that are absent from testing. School test coordinator contacts the parents/guardians of any students who are absent from testing to notify them and arrange for makeup testing. 	
After	4. During the testing session, the school test coordinator communicates with the school office staff about when the testing is in session to avoid any interruptions. 1. Parents receive a copy of their student's results after the state reports are received.	
	2. A copy of each student's test results are placed in the student permanent record.	
Test Security		
Before	 Materials are received from the System Test Coordinator and the School Test Coordinator verifies numbers received. All materials are stored in a secured locked location with restricted access. Provide test security training for examiners, proctors, and other adults in the building prior to the testing window. Ensures testing sites are free of interruptions during test administration and collects content-related material visable during testing. Ensures examiners sign out (sign, date, and time) materials each testing day shortly before testing begins. 	
During	1. Ensures testing sites are free of interruptions during test administration and that sites do not have content-related materials visable during testing. 2. Distributes test materials to and collects from each Examiner on the testing days. 3. Do Not Disturb signs are placed outside all room doors once testing begins. 4. Students are reminded about the no electronics rule and examiners ensure that no electronics are located in the testing area. 5. Emergencies are reported to the school test coordinator and principal to decide what action is to be taken. 6. The school test coordinator notifies the system test coordinator with any testing irregularities that occur. 7. School test coordinator monitors test administration and ensures that administration procedures are followed.	
After	1. All test materials are signed in (sign, date, and time) after the testing session is complete. The school test coordinator accounts for all materials received. 2. Materials are placed in the secured location after each testing session by the school test coordinator. 3. Verify that all tests are marked as "Completed" and are not "In Progress." 4. All testing materials are returned to the System Test Coordinator.	
	Accommodations	
Before	 The school test coordinator enters all accommodations in the DRC portal for students with an IEP, EL, or 504 plans. All students receiving accommodations are grouped according to their educational plan. All examiners receive training and are prepared to provide accommodations for students with IEP, EL, or 504 plans. 	
During	Students receive their accommodations for presentation, setting, response, scheduling based on their education plan.	
After	1. All test materials are signed in (sign, date, and time) after the testing session is complete. The school test coordinator accounts for all materials received. Examiners sign off that all students receive the prescribed accommodations. 2. School test coordinator verifies and/or corrects any SRC codes for accommodations. 3. Materials are placed in the secured location after each testing session by the school test coordinator.	
	Technology	
Before	1. Coordinate with the system test coordinator and system technology director to ensure that all devices are ready for testing. 2. Ensure that there is the appropriate number of technology devices for all students in a testing session. School testing coordinator works with the media specialist to make a plan for each testing session that includes the number of devices and location for each testing group. 3. Schedule days to administer the secure online practice test prior to the testing window. 4. Resolve any technology issues that arrive during the practice testing prior to the actual test window.	
During	 The district technology director is available if any technology issues occur during the testing session. Examiners verify that they have the appropriate technology devices each testing session. Any issues with technology are reported to the school testing coordinator and if needed the media specialist at the school. If the issue cannot be resolved, the system technology director is contacted. 	
After	Examiners collect technology devices from the students immediately after their tests are submitted. Training	
Training 1. System test coordinator provides training to the school test coordinator prior to the testing window.		
Before	2. School test coordinator provide the examiner and proctor training for each testing window. 3. Training materials include handouts, PowerPoints, emails, and sign-in sheets.	
During	Emails are sent at the beginning and end of each testing session with reminders and procedures regarding testing. All staff are informed when each testing session has concluded and that all materials have been received.	
After	Staff members are trained on how student results are shared with parents. Parents are provided with detailed explanations about how to interpret their child's test results.	

	Vidalia City Schools- Sally D. Meadows Elementary School Georgia Milestones EOG		
Principal: Bran			
	on Coordinator: Katrina Blount-Woodard Technology Coordinator: Sabrina Wiggs April 23-25, April 30-May 1, 2023; May 2, 2023		
Communications with staff and parents			
Before	1. Assessment calendar is developed and distrubuted to all staff at the beginning of each school year. 2. The system test coordinator provides training for school testing coordiators prior to each testing window. All procedures including communication, test security, accommodations, training for examiners and protocols, and required documentation are covered. 3. Examiners and proctors are emailed dated for on-site training prior to each assessment window. 4. Parents are provided with the assessment schedule by sending a letter home with their child and posting the schedule on the school website and social media pages. 5. Students complete the practice online assessment prior to the actual EOG assessment. During their practice sessions, procedures for the assessment are shared with students. All students are reminded that NO electronic devices are allowed in the teting environment.		
During	1. Announcements are made daily to remind students and faculty of the testing schedule. 2. School test coordinator communicates with test examiners in regards to student attendance. Teachers email school test coordinator the names of any students that are absent from testing. 3. During the test session, the school test coordinator communicates with the school office staff about when the testing is in session to aviod any interruptions.		
After	1. Parents receive a copy of their student's results after the state reports are received. 2. A copy of each student's test results are placed in the student's permanent record. 3. If remediation and retesting is required, the parents receive written notice about the required remediation and retesting schedule. School personnel make additional contact to parents/guardians by phone 48 hours prior to the remediation and retesting session.		
	Test Security		
Before	1. Materials are received from the system test coordinator and the school test coordinator verifies numbers received. 2. All materials are stored in a secure locked location with restricted access. 3. Provides test security training for examiners, proctors, and other adults in the building prior to the testing window. 4. Ensures testing sites are free of interruptions during test administration and collects content-related material visable during testing. 5. Ensures examiners sign out (sign, date, and time) materials each testing days before testing begins. 1. Ensures testing sites are free of interruptions during test administration		
During	2. Distributes test material to each examiner and collects from each examiner on the testing days. 3. Do not disturb signs are placed outside all room doors once testing begins. 4. No electronics signs are posted in testing areas and examiners remind all students that electronic are not allowed. 5. Student sign-in/sign-out sheets for each test administrated are completed. 6. Emergencies are reported to the school test coordinator and principal to decide what action is to be taken. 7. The school test coordinator notifies the system test coordinator with any testing irregularities that occur. 8. School test coordinator monitors test administration and ensures that prescribed administration procedures are followed. 9. School test coordinator monitors student's "In Progress" status whose tests are locked.		
After	1. All test materials are signed in (sign, date, and time) after the testing session is complete. The school test coordinator accounts for all materials received. 2. Materials are placed in a secure location after each testing session by the school test coordinator. 3. Verify that all tests are marked "complete" and are not "in progress".		
	Accommodations		
Before	1. The school test coordinator enters all accommodations in the DRC portal for students with an IEP, EL, or 504 plan. 2. All students receiving accommodations are grouped according to their educational plan. 3. All examiners receive training and are prepared to provide accommodations for students with IEP, EL, or 504 plans.		
During	1. Students receive their accommodations for presentation, setting, response, and scheduling based on their educational plan.		
After	1. All test materials are signed in (sign, date, and time) after the testing session is complete. The school test coordinator accounts for all materials received. Examiners sign off that all students receive the prescribed accommodations. 2. School test coordinator verifies and/or corrects any SRC codes for accommodations. 3. Materials are placed in a secure location after each testing session by the school test coordinator.		
	Technology		
Before	1. Coordinate with the system test coordinator and system technology director to ensure that all devices are ready for testing. 2. Ensure that there is the appropriate number of technology devices for all students in a testing session. School testing coordinator works with the media specialist to make a plan for each testing session that includes the number of devices and location for each testing group. 3. Schedule days to administer the secure online practice test prior to the testing window. 4. Resolve any technology issues that arrive during the practice testing prior to the actual test window.		
During	1. The district technology director is available if any technology issues occur during the testing session. 2. Examiners verify that they have the appropriate technology devices for each testing session. 3. Any issues with technology are reported to the school testing coordinator and if needed the media specialist at the school. If the issue cannot be resolved, the system technology director is contacted.		
After	1. Examiners collect technology devices from the students immmediately after their tests are submitted.		
	Training		
Before	1. System test coordinator provides training to the school test coordinator prior to the testing window. 2. School test coordinator provide the examiner and proctor training for each testing window. 3. Training materials include handouts, PowerPoints, emails, and sign-in sheets. 4. Test examiners and proctors will complete online training and certification of completion will be logged by the system test coordinator.		
During	Emails are sent at the beginning and end of each testing session with reminders and procedures regarding testing. All staff are informed when each testing session has concluded and that all materials have been received.		
After	1. Staff members are trained on how student results are shared with parents. 2. Parents are provided with detailed explanations about how to interpret their child's test results.		